Office of Special Education and Early Intervention Services

June 23, 2008

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Agenda Overview

- Overview of Flowthrough Process
  - Purpose and Timelines
  - Program Reviews
- Recent Modifications to MEGS
- Procedure Change
- Reminders
- Q & A

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Overview of Special Education Flowthrough Process

- Purpose

- Timelines

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- **Program Reviews**
  - Purpose
  - Plan
  - Process

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Program Review Checklist

Michigan Department of Education – OSE/EIS
Special Education Flowthrough Grant Application
Recommended Grant Review Process; 2008 – 2009

GRANT SECTION	DESCRIPTIONS	EXPECTATIONS	REQUIREMENTS
COMPONENT	Project Title	□ The component has a title □ At least one Indicator/SPP is checked	Both boxes must be checked
OBJECTIVES	Brief statements that relate how the component will: • impact students • develop new programs • enhance programs/services.	**Student Impact** □ Enhance instruction □ Improve/provide assessment practices □ Provide for professional growth opportunities **Special Education Programs or Services** □ Classroom/Program staff □ Paraprofessional □ Ancillary Staff	One box must checked
ACTIVITIES	Descriptions of "actions" that will lead to the objective. Use phrases such as, • hiring… • providing evaluations for… • instructional support that will…	**Alignment** □ The activity aligns with the objective	At least one activity must align with one objective
EVIDENCE (Self-Review)	The evidence should meet your "self-review" process to determine completion of the objectives and activities. • Is it measurable? • What type of data will be used to evaluate?	**Objective** □ The evidence aligns with the objective **Activity** □ The evidence aligns with the activity	One box must checked
REVIEW COMPONENT	Review SPP objectives and activities	□ The Indicator/SPP relates to the component objective and activities	Box must be checked

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Program Review

- Component
  - Descriptions
    - Project title
  - Expectations
    - Does the Component have a title?
    - Is at least one indicator/SPP checked?

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Program Review

- Objectives
  - Descriptions
    - Brief statements that relate how the component will:
      - impact students
      - develop new programs
      - enhance programs/services
  - Expectations
    - Student Impact
      - Enhance instruction
      - Improve/provide assessment practices
      - Provide for professional growth opportunities
    - Special Education Programs or Services
      - Classroom/Program staff
      - Paraprofessional
      - Ancillary staff

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Program Review

- ## Activities
  - ### Descriptions
    - "Actions" that will lead to the objective. Using phrases such as:
      - Hiring. . .
      - Providing evaluations for. . .
      - Instructional support that will. . .
  - ### Expectations
    - Activity aligns with the objective

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Program Review

- Evidence (Self-Review)
  - Description
    - Should meet your "self-review" process
    - Determine completion of the objectives and activities
      - Is it measurable?
      - What type of data will be used to evaluate?
    - The evidence aligns with the objective
  - Expectations
    - Objective: The evidence aligns with the objective
    - Activity: The evidence aligns with the activity

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Program Review

- **Component**
  - Description
    - Project Title
  - Expectation
    - The indicator/SPP relates to the component objective and activities

Recent Modifications to MEGS

- Checklist Comments for previously approved or "Grant Funds Available" status applications are now attached to each individual approved application
  - To review Checklist Comments:
    - To review an application version that is "Grant Funds Available":
      - Application Main Menu
      - View History
      - Select Original Application or Amendment to see related comments

- For an Application that is in a "Modifications" status simply open Checklist to view comments

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Recent Modifications to MEGS

- Timelines have been removed from the Program Design

- The expectation is activities are for the fiscal year(s) of the application

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Recent Modifications to MEGS

- Names of individual staff are not required
  - Functionality is still available
  - Accounting records must support reported costs
- Level of detail required
  - Professional or Reimbursable Aide
  - Function Code and sub-category
  - Component Number

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Recent Modifications to MEGS

Flowthrough - Regular Budget Item for Center Line Public Schools

Select the appropriate Function Code   Indicate the year of budget item.
for this budget item:

| 213: HSN | ▼ | * | Year 1 | ▼ | * |

Enter a Component Number for this budget item:

| 6 | *

Select Flexible Funding option, if applicable.   Please select the Building Code for this Flexible Funding item.

| | ▼ | | | ▼ |

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

| Occupational Therapist | *

If this budget item is personnel related, enter the person's designated function (i.e. PPI Aide, TMI teacher, Speech Therapist):

| |

DELETE BUDGET ITEM

Recent Modifications to MEGS

Grant Items

Func. Code	Name/Description	Total FTE	Profes-sionals	Reimb. Aides	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Total
Year 1								
Func. Code	Name/Description	Total FTE	Profes-sionals	Reimb. Aides	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Total
213 - HSN	6 - Occupational Therapist	5	5		$250,000	$119,234		$369,234
	Sub-Total	5	5		$250,000	$119,234		$369,234
Func. Code	Name/Description	Total FTE	Profes-sionals	Reimb. Aides	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Total
								$
	Sub-Total							$
	Total	5.0	5.0		$250,000	$119,234		$369,234

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Recent Modifications to MEGS

- Allocations are entered into MEGS at the ISD level for funds passed to LEAs

  - New page at the ISD level will support input for each LEA allocation

  - Error checking feature at LEA level when budget does not equal allocation

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Coming Soon to MEGS

- Users will soon have the ability to do a standard report of users with MEGS access
  - To generate the MEGS users report:
    - Flowthrough Main Menu
    - Management Activities
    - Control Access
    - View Option "All", then Go
    - Contact Information Download

- MEGS user access protocols are currently being reviewed – stand by

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- When submitting an amendment, the Amendment Description <u>must</u> include the following:
  - The name(s) of the district(s) with amendments for review
  - Indication of Program or Budget amendment (or both)
  - Component Number if Program Design Amendment or Function Code if Budget Amendment

- Amendments submitted without the minimum description criteria will be returned without review – 'Modifications Required'
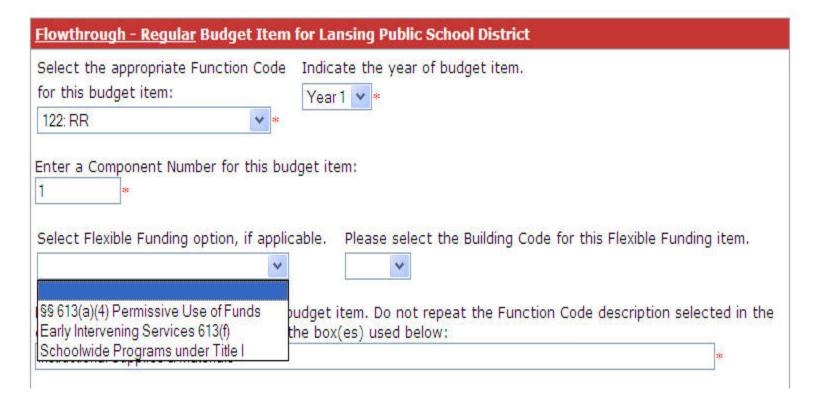 - "Amendment Description criteria not complete"

Don't Forget. . .

- State School Aid Cap Calculation Worksheet for Flexible Funding Provisions – Updated for IDEA 2004
  - Early Intervening Services and 50% Reduction Rule properly linked
  - Activate the sheet by using the Flexible Funding Provision drop down

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Don't Forget. . .

Flexible Funding Options

Flowthrough - Regular Budget Item for Lansing Public School District

Select the appropriate Function Code for this budget item:

122: RR

Indicate the year of budget item.

Year 1

Enter a Component Number for this budget item:

1

Select Flexible Funding option, if applicable.   Please select the Building Code for this Flexible Funding item.

§§ 613(a)(4) Permissive Use of Funds
Early Intervening Services 613(f)
Schoolwide Programs under Title I

budget item. Do not repeat the Function Code description selected in the the box(es) used below:

Don't Forget. . .

- 12-Month Progress Report is optional
  - IF progress report is initiated and not completed, MEGS will show the status of the report as "Report in Progress" therefore:
  - Progress Reports must be completed or deleted

- A Final Narrative Report is required for the Flowthrough grant and is due within 60 days (8/29)

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Don't Forget. . .

- Make sure Budget and Interim Federal Expense Report (IFER) line items match
  - Often expenditures are reported without related budget items and vice-versa
- Final narrative and IFER reports due within 60 days – 8/29

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Always Remember. . .

- IFER1s should be completed and submitted by August 29

- If after the IFER1 is filed and all grant funds are not spent, application amendments may be necessary
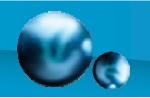
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Did You Know. . . ?

- Final Expenditure Reports (FER)
  - Created in CMS
  - Populates from IFERS

$$\text{Approved IFER1} + \text{Approved IFER2} = \text{FER}$$

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As Always . . .

- Applications are due July 1 each year
  - Grant funds cannot be spent before the application is received by MDE
- Salaries and benefits should be a proportionate amount
  - Benefits include FICA, insurance & retirement etc.
- Funds need to be drawn in a timely manner
  - This is a Federal Audit 'hot button'

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As Always . . .

- Review your MEGS checklist regularly even when Grant Funds are Available
  - Approval may not be 100% of allocation
  - Further information may be necessary in order for a full allocation approval to be granted
  - Budgets could be at estimated allocation
- Contact Information
  - Extremely important to keep MEGS contact information current
  - Please, be sure to deactivate users as they leave district

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Other Resources

- The 'Allowable Cost' memo is located on MDE Website

  www.Michigan.gov/MDE
    - Click: Offices
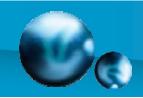   - Click: Special Education and Early Intervention
    - Click: Finance Management
    - Click: Special Education Allowable Expenditures for State Funds for 2007-08 and 2008-09 and Federal Funds for the 2008-09 School Year

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Questions?

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